



pennsylvania
DEPARTMENT OF COMMUNITY
& ECONOMIC DEVELOPMENT

HOW TO APPLY FOR PROGRAM FUNDING BY USING DCED'S ELECTRONIC SINGLE APPLICATION (ESA): AN APPLICATION WALKTHROUGH

How to Log In to Single Application

Go to dced.pa.gov – click on “**Programs and Funding**” – then click on “**Single Application**” to log in.

The screenshot illustrates the steps to reach the Single Application login page. Red arrows indicate the navigation path: from the 'Programs & Funding' menu item in the top navigation bar, down to the 'Single Application' link in the left sidebar, and finally to the 'Login' button on the right side of the page.

Top Navigation Bar: Pennsylvania Department of Community & Economic Development. Menu items include Local Government, Housing & Development, **Programs & Funding**, Business Assistance, PA Advantages, and About Us.

Left Sidebar: CEDO Certified Economic Development Organizations. Search For Funding. **Single Application** (highlighted). Program Funding Matrices. Quality Assurance. Quality Assurance & Operational Support.

Main Content Area: General Facts. Login. What's New? Username: [input field]. Password: [input field]. LOGIN button.

Footer: Powered by PA KEYSTONE LOGIN. Register. Forgot Password. Forgot Username. Learn more about Keystone Login. Having Trouble Registering.

Single Application Login:

<https://dced.pa.gov/singleapp>

General Facts

- Create a New Keystone Login Account – [Registration](#)
 - Click Register and enter all of the information into the fields with a red asterisk (*) next to them.
 - You will be asked to create your profile, login information and security questions.
 - If you have already created an account with another agency whose application uses the Keystone Login Service, you do not need to register another account with us.
 - If you create a Keystone Login account with us, you will be able to use this account with other agencies that use Keystone Login.
 - Some additional information may be required for those agencies.
- Keystone Login Services
 - There are many account options that can be configured for your Keystone Login account.

Login

What's New?
For an overview of the changes in the new Single Application, please read [Help](#).

Username

Password

[LOGIN](#)

Powered by
PA KEYSTONE LOGIN

[Register](#)
[Forgot Password](#)
[Forgot Username](#)
[Learn more about Keystone Login](#)
[Having Trouble Registering](#)

❖ **New Users:** Register with Keystone Login

❖ **Existing Users -** Login with username and password

❖ **Commonwealth Employees:** use CWOPA login (username & password)

❖ **Forgotten Password –**
Re-directs user to the Keystone Login
Username is required

Brand New to the Electronic Single Application Grant System?

Keystone Login New Account Registration

Keystone Login website: <https://keystonelogin.pa.gov/Account/Register>

Register

Personal Information:

First Name *

Last Name *

Date Of Birth *

Contact Information:

Email

Mobile Phone Number

Login Information:

Username *

Password *

Confirm Password *

The username should be between 6 and 20 characters and should not contain any spaces.

The password must pass these rules:

☐ Must be between 12 to 128 characters in length.

☐ Do not include any of your username, your first name, or your last name.

The password must pass 3 out of 4 of these rules:

☐ One uppercase letter.

☐ One lowercase letter.

☐ One numeric number.

☐ One non-character (such as !, #, %, ^, etc.).

Password Strength: Invalid

Security Questions:

Security Question 1 *

Select a security question



Security Answer 1 *

Security Question 2 *

Select a security question



Security Answer 2 *

Security Question 3 *

Select a security question



Security Answer 3 *

Register

Cancel

[Privacy Policy](#) | [Security Policy](#)

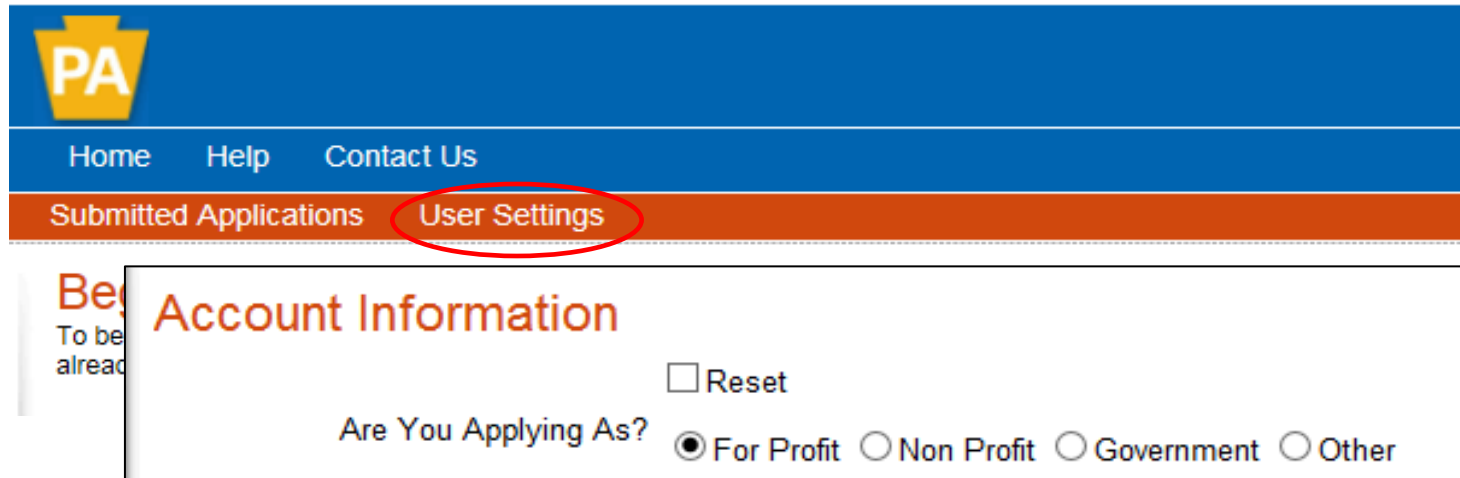
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IMPORTANT NOTE: You must return to the Single Application website to complete an application.

<https://dced.pa.gov/singleapp>

Single Application—User Settings—Account Information

<https://dced.pa.gov/singleapp>



The screenshot shows the 'Single Application' web interface. At the top is a blue header with the PA state logo on the left and navigation links 'Home', 'Help', and 'Contact Us' on the right. Below this is an orange navigation bar with two links: 'Submitted Applications' and 'User Settings'. The 'User Settings' link is circled in red. Below the navigation bar, the page content is titled 'Account Information' in orange. To the left of this title, there is a partially visible sidebar with the text 'Be' and 'To be already'. The main content area contains a 'Reset' button (a small square icon followed by the text 'Reset') and a question 'Are You Applying As?'. Below the question are four radio button options: 'For Profit' (which is selected), 'Non Profit', 'Government', and 'Other'.

- ❖ Many Programs are visible based solely upon the Single Application **User Settings**.
- ❖ This information must be completed prior to creating a new application.
- ❖ USER SETTINGS = APPLICANT INFORMATION (not preparer).
- ❖ Select how the applicant is applying (Other is default and should not be selected).

Single Application New Registration Account Information

Continued...

Account Information

☐ Reset

Are You Applying As? ☒ For Profit ☐ Non Profit ☐ Government ☐ Other

Company/Entity Type:

<input type="radio"/> Limited Liability Partnership	<input type="radio"/> Partnership
<input type="radio"/> Sole Proprietorship	<input type="radio"/> Limited Liability Company
<input type="radio"/> S Corporation	<input type="radio"/> C Corporation

FEIN:

SAP Vendor #:

Incorporated in PA? ☐ Yes

Registered to do business in PA? ☐ Yes

Company/Entity Name:

CEO:

CEO Title:

Application Contact Name:

Application Contact Title:

Phone: Ext.

(xxx-xxx-xxxx)

Fax:

E-mail:

Mailing Address:

City:

State:

Zip Code:

This information is used to display the programs that the organization may be eligible for based on the information provided.

Are You Applying As? – Selection will determine the choices available under Company/Entity Type.

Company/Entity Type – Choose one of the options available

Federal Employers Identification Number (FEIN) – provide FEIN of the company/organization applying (*do not enter the dash).

SAP Vendor Number – will be required only if receiving monies from the state

Required fields are denoted by a red diamond. ♦

Single Application – USER SETTINGS –Account Information **FOR PROFIT** Companies

Account Information

☐ Reset

Are You Applying As? ☒ For Profit ☐ Non Profit ☐ Government ☐ Other

Company/Entity Type:

☐ Limited Liability Partnership ☐ Partnership

☐ Sole Proprietorship ☐ Limited Liability Company

☐ S Corporation ☐ C Corporation

FEIN:

SAP Vendor #:

Incorporated in PA? ☐ Yes

Registered to do business in PA? ☐ Yes

Company/Entity Name:

CEO:

CEO Title:

Application Contact Name:

Application Contact Title:

Phone:

(xxx-xxx-xxxx)

Fax:

E-mail:

Mailing Address:

City:

State:

Zip Code:

The Single Application Account Information is used to display the programs that the company/organization may be eligible for based on the information provided.

PRIOR to Creating a New Application- complete this information to correctly display the programs eligible to the business/organization

1. **Are You Applying As?** – Selection will determine the choices available under Company/Entity Type ***FOR PROFIT**
2. **Company/Entity Type** – Choose one of the options available
3. **Federal Employers Identification Number (FEIN)** – provide FEIN of the business (9 digits, no dashes or spaces) or SSN of an individual
4. **SAP Vendor Number** – if unknown at application time, no problem.
5. **Update Account Information** – make appropriate changes, click “Update”
6. **Required fields** are denoted by a red diamond

UPDATE

CANCEL

Single Application—BEGIN A NEW APPLICATION

PA

Home Help Contact Us Logout

Submitted Applications User Settings

Begin a New Application

To begin a new Single Application For Assistance, already know the name of the program you want to

Project Name

Are you applying on behalf of your organization?
If you are applying for a sponsored program on behalf of an organization, select the organization name.

-- Select Organization --

Do you need help selecting your program?

Yes

CREATE A NEW APPLICATION

1. **Project Name** – Enter a project name up to 60 characters
2. **Do You Need Help Selecting Your Program?** - Select Yes or No
If “Yes” is selected for help selecting your program, the Program Finder will appear. See Selecting a Program - Program Finder for further instructions
If “No” is selected for program selection, enter the name of the program – see Selecting a Program for further instructions
3. **Create A New Application**—opens an ESA Web Application
4. **Editing an Incomplete Application** – click on the “Edit” button to open an existing application. To delete an application, click on the “Withdraw” button
5. **Applying for additional funding programs** – After completing the first program application, you will be able to copy the project information from the previous application, with the exception of the budget and addenda. To apply for additional funding, please see the “Project Overview” page of the application and select “Yes” when prompted.

*Note: an application may be saved, closed, re-opened and edited at any time prior to submitting.

Incomplete Applications					
Incomplete applications will be automatically withdrawn					
Id		Applicant/Company			
8073721	Sarah's Test Example	Testing	Abandoned Mine Drainage Abatement and Treatment Program	4/21/2016	EDIT WITHDRAW
8073731		testing2	Pennsylvania First	5/26/2016	EDIT WITHDRAW

Single Application –Select Program –Program Finder

Select Program

Non-Profit/Government Enterprise Types

- ☐ Authority
- ☐ College/University
- ☐ Economic Development
Types of organizations in
Corporations (EDC), Indus
and Regional Export Netw
- ☐ Municipality - County Gover
- ☒ Other Government or Non
Programs that are availab
section for additional fund
for potential programs aft

Use of DCED Funds

- ☐ Advanced Technology - I
- ☐ Community Services - Pr
- ☐ Financial Assistance
- ☐ Infrastructure / Site Deve
- ☐ Machinery and Equipmen
- ☐ Planning / Marketing - En
- ☐ Workforce Development

Sort By

Show Single Application Pro

Select Program

For-Profit Enterprise Types [\(Display Non-Profit/Government Program Finder\)](#)

- ☐ Advanced Technology - Including Biotechnology, Life Sciences, and Nanotechnology.
- ☐ Agriculture - Including Agri-Processors and Agri-Producers
- ☐ Export - Including Export Manufacturing and Ex
- ☐ Film
- ☐ Financial Institutions - Including Angel Invest
- ☐ Industrial & Manufacturing
- ☐ Professional Services
- ☐ Real Estate Developer
- ☐ Retail & Commercial
- ☐ Small Business - Definition of small business
programs under this option.
- ☐ Tourism

Use of DCED Funds

- ☐ Financial Assistance - Including Loan Guar
- ☐ Infrastructure / Site Development - Includin
- ☐ Machinery and Equipment
- ☐ Research and Development, Marketing -
- ☐ Workforce Development - Including Educat

Sort By

Program Name

1. **Toggle between Non-Profit/Government and For Profit Enterprise Types** – Selection displayed is defaulted based upon the account information provided.
2. **Sort By** – Programs displayed by Single Application Programs First or alphabetically by Program name
3. **Display Page Results**– click additional page numbers to view more programs
4. **Apply** – If able to apply directly for the program, the “Apply” button will be displayed; to view program factsheets or guidelines click on the link below the program name.
5. **Additional Information** – click to view program fact sheet to determine eligibility or submission requirements

62 results. [\(Edit Search\)](#)

Displaying page 1 of 7

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#)

Single Application Programs

The following DCED programs are available in Single Application. Click the Apply link to select the program. There may be additional funding source relevant to your project in the DCED Partner Programs and Additional Funding Sources sections below.

Alternative and Clean Energy Program

 [Apply](#)

The Alternative and Clean Energy Program provides financial assistance in the form of grant and loan funds that will be used by eligible applicants for the utilization, development and construction of alternative and clean energy projects in the Commonwealth.

Eligibility: A business; an economic development organization; or a political subdivision, includes municipalities, counties and school districts. As defined in Section II B, political subdivisions may not apply for loans for Alternative Energy Production Projects.

Additional Information: [Program Fact Sheet](#), [Guidelines](#)

Single Application—Program Search Continued

Select Program

To search for programs based on your organization and/or project, click the Program Finder button below.

Search by Program Name or Acronym

Program Name

Abandoned Mine

Sort By

Program Name

SEARCH

PROGRAM FINDER

1 results. ([Edit Search](#))

Search Results

Below is an alphabetical listing of all DCED programs matching the search criteria above. If you are eligible to apply, click the Apply link next to the program.

Abandoned Mine Drainage Abatement and Treatment Program

Applications accepted between 3/1 and 6/30.

Grants to restore and maintain stream reaches impaired by abandoned mine drainage and ultimately streams from the Department of Environmental Resources Impaired Waters list.

Eligibility: Municipality, Municipal Agency, Authorized Organization, Institution of Higher Education, Water For-Profit Business other than "producers" of oil and gas

Additional Information: [Program Fact Sheet](#), [Guidelines](#)

Non-Profit/Government Enterprise Types ([Display For-Profit Program Finder](#))

If you are applying on behalf of a company, you may want to search the For-Profit Program Finder (click the link above).

☐ Authority

☐ College/University

☐ Economic Development Provider

Types of organizations include but are not limited to: Area Loan Organizations (ALO), Community Development Financial Institutions (CDFI), Economic Development Corporations (EDC), Industrial Development Authorities (IDA), Industrial Development Corporations (IDC), Local Development Districts (LDD), Redevelopment Authorities, and Regional Export Networks (REN).

☐ Municipality - County Government and Councils of Governments (COGs) should also check this option for eligible programs.

☒ Other Government or Non-Profit -

Programs that are available to Government or Non-Profit organizations not listed above. Non-Profit/Government organizations listed above may also want to check this section for additional funding sources. Private Non-Profit organizations competing in primarily For-Profit industries may also want to check the For-Profit Program Finder for potential programs after using the Non-Profit Program Finder.

Use of DCED Funds

Be sure to carefully read the Program Fact Sheet and Guidelines to make sure the project costs are eligible for DCED funding. If the project does not match any of the options listed below, leave this section blank to view all DCED programs.

☐ Advanced Technology - Including Biotechnology, Life Sciences, and Nanotechnology.

☐ Community Services - Examples include Low Income Assistance projects and Emergency Responders programs.

☐ Infrastructure / Site Development / Housing - Including Construction, Environmental Assessments and Clean-Up, Land and Building Acquisition.

☐ Machinery and Equipment

☐ Planning / Marketing - Encompasses a wide range of projects, including Consulting Services, Municipal Planning, Research and Development, and Tourism Promotion.

☐ Workforce Development - Including Education and Job Training.

Sort By

Show Single Application Programs First

SEARCH

50 results. ([Edit Search](#))

Displaying page 1 of 5

1 2 3 4 5

Single Application Programs

The following DCED programs are available in Single Application. Click the Apply link to select the program. There may be additional funding source relevant to your project in the DCED Partner Programs and Additional Funding Sources sections below.

Abandoned Mine Drainage Abatement and Treatment Program

[Apply](#)

Single Application –SELECTING A PROGRAM

Select Program

Program Name

Sort By

Program Name

SEARCH

1. **Program Name** – This is a smart Search – Enter desired program name or acronym, click “Search” or enter the acronym or specific words in the program name to narrow the search

2. **Sorting the View** - Search can be displayed by:
Program Name – programs listed alphabetically by program name

Show Single Application Programs First –programs that can be directly applied for using the Single Application. Other programs will direct applicant where to apply or provide other information.

33 results. ([Edit Search](#))

Displaying page 1 of 4

[1](#) [2](#) [3](#) [4](#)

Business Opportunities Fund (BOF)

This program is not available in Single Application. Please read the Program Installment loans, lines of credit and technical assistance for minority business

Eligibility: Any small business may apply, but the program will give priority to s compete for governmental and private sector contracts. Please read the Program Fact Sheet for a list of Pennsylvania counties where the program is open.

Additional Information: [Program Fact Sheet](#), [Guidelines](#)

Educational Improvement Tax Credit (EITC)

 [Apply](#)

DCED will begin accepting applications May 16, 2016.

Tax credits to eligible businesses contributing to an Educational Improvement Tax Credit. Tax credits may be applied against the tax liability of a business for the tax year in which the contribution was made. A desktop guide for businesses on how to apply using DCED's Electronic Single Application for this program is available on NewPA.com.

Single Application –Selecting a Program Continued

Select Program

Below is a listing of the types of organizations and projects that are most commonly funded by DCED. You may select more than one option. If no options are selected, all programs will display.

❖ Program Finder:

- Displays programs for specific entity type and/or use of funds selected

❖ Sort By:

- Single Application Programs First (alphabetically)
- Program Name

The screenshot shows a web interface for selecting programs. At the top, there is a list of program categories with checkboxes: Advanced Technology, Agriculture, Export, Financial Institutions, Industrial & Manufacturing, Professional Services, Small Business, and Tourism. Below this list, there is a 'Sort By' section with a dropdown menu. The dropdown menu is open, showing two options: 'Show Single Application Programs First' (highlighted in blue) and 'Program Name'. A red arrow points from the 'Show Single Application Programs First' option to the 'Sort By' label. To the right of the dropdown menu, there is a red circle around a 'SEARCH' button. A red arrow points from the 'SEARCH' button to the text 'Search to display results'. At the bottom of the page, there is another 'Sort By' section with a dropdown menu showing 'Show Single Application Programs First' and a 'SEARCH' button.

Sort By

Show Single Application Programs First

Program Name

SEARCH

Search to display results

Sort By

Show Single Application Programs First

SEARCH

Single Application –Program Finder Results

66 results. ([Edit Search](#))
Displaying page 1 of 7
[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#)

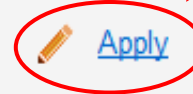
Program Results

Single Application Programs

The following DCED programs are available in Single Application. Click the Apply link to select the program. There may be additional funding source relevant to your project in the DCED Partner Programs and Additional Funding Sources sections below.

Apply for Program

Abandoned Mine Drainage Abatement and Treatment Program



Applications accepted between 3/1 and 6/30.

Grants to restore and maintain stream reaches impaired by abandoned mine drainage and ultimately, to remove these streams from the Department of Environmental Resources Impaired Waters list.

Eligibility: Municipality, Municipal Agency, Authorized Organization, Institution of Higher Education, Watershed Organization, For-Profit Business other than "producers" of oil and gas

Additional Information: [Program Fact Sheet](#), [Guidelines](#)

Guidelines

- Unique to each Program's requirements

Program Fact Sheet

- Detailed Overview
- Eligibility & Deadlines

Single Application-Applicant Information

PA

[Home](#) [Help](#) [Save](#) [Print](#) [Contact Us](#) [Logout](#)

[Applicant](#) [Addenda](#) [Certification](#)

Agency: Pennsylvania Department of Community and Economic Development

Applicant: test

Program: Educational Improvement Tax Credit (EITC)

[Program Fact Sheet](#) [Program Guidelines](#)

Web Application #: 8082923

Applicant Information

To copy your Registration information into the application, click the "Use Account Information" button below.

USE ACCOUNT INFORMATION

Applicant Entity Type:

☐ Limited Liability Partnership

☐ Partnership

☐ Government

☐ Non-Profit C

☐ Sole Proprietorship

☒ Limited Liab

☐ S Corporation

☐ C Corporati

Applicant Name:

test

Incorporated in PA?

☒ Yes

Registered to do business in PA?


☒ Yes

NAICS Code

--SELECT--

PA Revenue Tax Box#:


FEIN/SSN Number

Required Fields – all fields with a red diamond are required and must be completed. 

“Use Account Information” button to pre-fill fields entered in your user settings

Enterprise Type – select all that apply

Enterprise Type

Indicate the types of enterprises that describe the organization listed above. You may select more than one type. 

- | | | | | |
|--|---|---|---|--|
| <input type="checkbox"/> Advanced Technology | <input type="checkbox"/> Agri-Processor | <input type="checkbox"/> Agri-Producer | <input type="checkbox"/> Authority | <input type="checkbox"/> Biotechnology / Life Sciences |
| <input type="checkbox"/> Business Financial Services | <input type="checkbox"/> Call Center | <input type="checkbox"/> Child Care Center | <input type="checkbox"/> Commercial | <input type="checkbox"/> Community Dev. Provider |
| <input type="checkbox"/> Computer & Clerical Operators | <input type="checkbox"/> Defense Related | <input type="checkbox"/> Economic Dev. Provider | <input type="checkbox"/> Educational Facility | <input type="checkbox"/> Emergency Responder |
| <input type="checkbox"/> Exempt Facility | <input type="checkbox"/> Export Manufacturing | <input type="checkbox"/> Export Service | <input type="checkbox"/> Food Processing | <input type="checkbox"/> Government |
| <input type="checkbox"/> Healthcare | <input type="checkbox"/> Hospitality | <input type="checkbox"/> Industrial | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Mining |
| <input type="checkbox"/> Other | <input type="checkbox"/> Professional Services | <input type="checkbox"/> Recycling | <input type="checkbox"/> Regional & National Headquarters | <input type="checkbox"/> Research & Development |
| <input type="checkbox"/> Retail | <input type="checkbox"/> Social Services Provider | <input type="checkbox"/> Tourism Promotion | <input type="checkbox"/> Warehouse & Terminal | |

Single Application- EITC/OSTC SHORT APP.

Confirm in your “User Settings” on the Home screen, that you are applying as “for profit” for the EITC and OSTC Short Application buttons to populate when creating a new application.

The screenshot shows the PA (Pennsylvania) Single Application interface. At the top is a blue header with the PA logo and navigation links: Home, Help, Contact Us, and Logout. Below this is an orange navigation bar with links: Submitted Applications, User Settings, and Customer Service. The main content area is titled "Begin a New Application" in orange. It contains instructions for starting a new application and a section for selecting the program (EITC or OSTC). The EITC and OSTC buttons are circled in red, with a red arrow pointing to a grey callout box that says: "If you are applying for EITC or OSTC, click the appropriate program button for a shortened application process." Below this is a "Project Name" input field. Further down, there is a section titled "Applicant Information" in orange, preceded by a "Do you need help selecting your program?" question with a "Y" (Yes) button. Below the title is a note about copying registration information. A "USE ACCOUNT INFORMATION" button is circled in red, with a red arrow pointing to a grey callout box that says: "Applicant information page will generate—click 'Use Account Information' to pre-populate the majority of required fields on the page. *Note: Additional information will still need to be entered prior to clicking on continue." Below this are radio button options for "Applicant Entity Type": Limited Liability Partnership, Government, Sole Proprietorship, S Corporation, Limited Liability Company, and C Corporation. At the bottom, there are input fields for "Applicant Name" and "NAICS Code".

PA

Home Help Contact Us Logout

Submitted Applications User Settings Customer Service

Begin a New Application

To begin a new Single Application For Assistance, enter a brief name for the project (up to sixty characters) and answer whether you need help selecting your program. If you already know the name of the program you want to apply for, answer "No".

If you are applying for the Educational Improvement Tax Credit (EITC) or the Opportunity Scholarship Tax Credit (OSTC), please click the appropriate button. If not, please continue below.

EITC **OSTC**

Project Name

Do you need help selecting your program?
Y

Applicant Information

To copy your Registration information into the application, click the "Use Account Information

USE ACCOUNT INFORMATION

Applicant Entity Type:

☐ Limited Liability Partnership
☐ Government
☐ Sole Proprietorship
☐ S Corporation
☐ Limited Liability Company
☐ C Corporation

Applicant Name:

NAICS Code:

Single Application- EITC/OSTC SHORT APP. Cont.



PA

Home Help Save Print Contact Us Logout

Applicant Addenda Certification

Agency: Pennsylvania Department of Community and Economic Development
Applicant: test
Program: Educational Improvement Tax Credit (EITC)
[Program Fact Sheet](#) [Program Guidelines](#)

Web Application #: 8082923

By clicking on the EITC/OSTC Application button, the application was reduced from 8 pages to 3: Applicant, Addenda, Certification

- Applicant information, Addenda (program specific) and Certification pages will need to be completed prior to the “Submit Application” button appearing on the Certification Page.
- Any changes that need to be made to the application must be done prior to submitting.

Single Application—Program Addenda

Program Addenda – Program specific information required by the program in accordance with the program guidelines. Addenda varies per program and may be required up front.

The screenshot shows the 'Single Application for Assistance' web application. The header includes the Pennsylvania State of Innovation logo and navigation links: Home, Help, Save, Print, Contact Us, and Logout. A secondary navigation bar contains links for Program, Applicant, Project Overview, Project Site, Narrative, Budget, Addenda, and Certification. The main content area displays the applicant's information: 'Alternative and Clean Energy Program - Grant' and 'Web Application #: 8003728'. A 'REVIEW INFORMATION BELOW' section with a red 'X' icon lists two requirements: 'APPLICATION FEE IS REQUIRED.' and 'COST ESTIMATE IS REQUIRED.'. Below this, the 'Program Addenda' section for the 'Alternative and Clean Energy Program' is shown, with two numbered questions, each followed by a dropdown menu.

Single Application for Assistance

PA pennsylvania
STATE OF INNOVATION

Home Help Save Print Contact Us Logout

Program Applicant Project Overview Project Site Narrative Budget Addenda Certification

Applicant:
Program: Alternative and Clean Energy Program - Grant [Program Fact Sheet](#) [Guidelines](#) Web Application #: 8003728

REVIEW INFORMATION BELOW

- APPLICATION FEE IS REQUIRED.
- COST ESTIMATE IS REQUIRED.

Program Addenda

Alternative and Clean Energy Program Addenda

1. I understand this application requires a \$100 application fee page and the original and 9 copies of the single application, and

2. Is the cost estimate prepared and signed by an engineer, and

Review Information Bar – Will display informational reminders per tab once page is saved.

Yes/No Questions – drop down for selection

Text Box – type response in text form

Download Forms – download form, print, save and upload to application

Upload Attached Files – click browse – select by highlighting file – click open to select file – click continue or save to upload the file.

Attached files may be viewed or deleted once attached.

Checkbox(s) – read the statement and check the box indicating you have read and will attach requested documents via the application electronically or submit by mail with the application signature page.

Single Application- Certification

PA pennsylvania
STATE OF INNOVATION

Home Help Save Print Contact Us Logout

Program Applicant Project Overview Project Site Narrative Budget Addenda **Certification**

Applicant: Sarah's Test Example Web Application #: 8073721
Program: Abandoned Mine Drainage Abatement and Treatment Program Program Fact Sheet Program Guidelines

Certification Page can be used as an application checklist to confirm that all required data has been satisfied.

Application Certification

The following sections are incomplete. All required fields marked with a red diamond (♦) must be completed before you are able to submit this application to DCED:

Applicant

- Zip Code is required.
- Enterprise Type is required.

Project Site Location(s)

- Project Site 1: PA House District is required.
- Project Site 1: PA Senate District is required.
- Project Site 1: US Congressional House District is required.

Project Narrative

- Identified Problem is required.
- Project Plan is required.
- Use of Funds is required.

Program Budget

- Abandoned Mine Drainage Abatement and Treatment Program requires matching funds. Please enter them in the Additional Project Funding Sources section on the Funding Sources tab. Read the Program Guidelines for details.

Basis of Cost

- Cost Basis is required.
- Budget Narrative is required.

Program Addenda

- Application Fee is required.

Incomplete Application: If information “required” has not been satisfied, the application cannot be submitted. A list of the required files will be displayed.

To access the incomplete sections of the application – click the heading link which opens the application page to that section.

If you are having difficulty, or need additional assistance, please record your **Web Application #** and contact DCED Customer Service: 1-800-379-7448.

Single Application- Certification cont.

Home	Help	Save	Print	Contact Us	Logout		
Program	Applicant	Project Overview	Project Site	Narrative	Budget	Addenda	Certification
Applicant: Sarah's Test Example				Web Application #: 8073721			
Program: Abandoned Mine Drainage Abatement and Treatment Program				Program Fact Sheet Program Guidelines			

Application Certification

All of the required sections of the web application have been completed. If you have reviewed the application, you may submit it to DCED for processing. **After submitting, you will no longer be able to make changes.**

DCED Electronic Signature Agreement:

☒ By checking this box and typing your name in the below textbox, I hereby certify that all information contained in the single application and supporting materials accurately represent the status and condition of the applicant, I have verified with an authorized representative and accurately represents the status and condition of the applicant. I understand that making a false statement or overvalue a property may be subject to criminal prosecution under the laws of the State of Colorado (C.R.S. 18-6.5-1(1)(b)) and 31 U.S.C. §§ 3729 and 3729.10.

- ☒ I am the applicant
☐ I am an authorized representative
☐ I am a DCED "Certified" Partner

Type Name Here:

NAME HERE

Once all required information and/or errors have been satisfied;
Submit Application button is displayed.

- ✓ Application cannot be modified or updated once submitted.
- ✓ Contact the Program Office if modifications need to be made to a Submitted Application.
- ✓ Check **ALL** Boxes on application page and type your name **PRIOR** to clicking submit application button.

DCED Electronic Attachment Agreement:

☒ Along with the web application, if you have been requested or need to send any documentation to DCED please print and send a copy of your E-Signature and mail it to DCED along with any paper supporting documents. You will be given an opportunity to print the signature page along with a copy of the application immediately after you submit.

SUBMIT APPLICATION

Single Application- Certification cont.

Successfully Submitted Application: Displays option to print application and/or signature page, where to mail documents and (if selected in project overview) option to create another application.

12 – digit Single Application ID number generated

✓ Instant Confirmation

Option to print the signature page and/or the entire application

Option to apply for additional DCED funding for the same project.

✓ Select additional program

✓ Complete Budget and Addenda sections

Application Certification

Single Application ID #: 201604082617

The web application has been successfully submitted to DCED for processing.

I hereby certify that all information contained in the single application and supporting materials submitted to DCED via the Internet, Single Application # 201604082617 and its attachments are true and correct and accurately represent the status and economic condition of the Applicant, and I also certify that, if applying on behalf of the applicant, I have verified with an authorized representative of the Applicant that such information is true and correct and accurately represents the status and economic condition of the Applicant. I also understand that if I knowingly make a false statement or overvalue a security to obtain a grant and/or loan from the Commonwealth of Pennsylvania, I may be subject to criminal prosecution in accordance with 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. §§ 3729 and 3802 (relating to false claims and statements).

The signature page may also be printed now. You may also print submitted applications from the Home page. Click the link labeled "Submitted Applications" in the top toolbar.

[Print Signature Page only](#)

[Print Entire Application with Signature Page](#)

The signature page along with any paper supporting documents can be mailed to the following address:

Pennsy
Comm
Attn: C
400 No
Harris

Mailing instructions and address will vary by program

Would you like to apply for another program for this project? If so, click the button below

ADD FUNDING TO THIS PROJECT

User Tips:

- If you allow your screen to sit idle for more than 30 minutes, you will lose the data entered since last save and have to re-enter it.
- Save frequently.
- Electronic Single Application works best when accessed through Internet Explorer
- Once you have created a Single Application, there are 2 ribbons that will help you navigate through the entire process; **BLUE** and **RED**.



BLUE Ribbon Links: HOME (will take you to the home screen to see your submitted applications and incomplete applications).

- Home will allow you to view “User Settings” and submit applications.

RED Ribbon Links: Page-by-page Navigation through the single application.

- Certification Page: a checklist for completion. At any time during the application process, you can click on Certification to see if you’ve satisfied all required information for each page. If not, a link to the page and a list of errors will appear.
- Once all required information has been submitted, submit application will appear.

For additional assistance please contact:

Customer Service Center

1-800-379-7448

ra-dcedcs@pa.gov

Sarah D. Smith

Christina Kurtz

Anthony Bupp

René Wood

Monisha Lane

1-800-379-7448

Ra-dcedcs@pa.gov